


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p><u>JOB ANNOUNCEMENT</u> EOE/ADA*</p> <p>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.acgov.org/courts</p>
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COURT INVESTIGATIONS MANAGER

**** *PROMOTIONAL ONLY* ****

SALARY RANGE: **\$2,424.43 - \$2,946.77 Bi-weekly, plus Management Benefit Package**

FILING DEADLINE: **Friday, March 25, 2005 by 5:00 p.m.**

FILING REQUIREMENTS: **Send completed application form to:**
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Court Investigations Manager. Under direction, the incumbent supervises the clerical and professional staff assigned in conducting probate investigations of conservatorships and guardianships; conducts probate investigations; and performs other administrative duties as assigned.

TYPICAL DUTIES (May include, but are not limited to the following):

1. Determines which petitions require investigations; assigns works and ensures time lines are met; reviews and approves investigations and reports prepared by the probate court investigators to ensure compliance with the law, office and court policies; develops policies and procedures in response to changes in the law and judicial requests, and to improve efficiency and functioning of the office; serves as liaison to the probate judges; develops, updates and revises forms and materials used by the court investigator's office and the Court.
2. Participates in employee selection; provides training, support and supervision to staff; consults with professional staff on difficult and high profile cases; establishes performance standards; evaluates employees' job performance and work behavior; provides feedback on formal and informal basis, to increase staff competency and learning; recommends disciplinary action; and approves leave time and time sheets.
3. Develops and implements programs to expand services offered by the court investigator's office; serves as liaison between the court investigator's office and the community.

4. Conducts investigations and interviews in conservatorship and guardianship matters; advises persons of legal rights, makes determinations and provides written recommendations to the Court as appropriate in conservatorship and guardianship proceedings; makes collateral contacts as appropriate in an investigation; assesses living conditions, reviews medical records, petitions, reports and fiduciary accountings; attends court hearings; briefs judicial officer about particular cases; and follows up on judicial orders.
5. Conducts special investigations requested by the Court; handles complaints, calendars special hearings as necessary; mediates disputes between contesting conservators in special cases as requested by the Court.
6. Maintains files for Private Professional Conservators; processes applications, including background check; updates listing; and ensures compliance with requirements.
7. Serves on committees and/or task forces within the Court and with local and state agencies and organizations; attends a variety of meetings, training or other Court-related business.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS (May be met in either one of two options.)

Option I

Experience:

The equivalent to two years of full-time experience as a Court Investigator in the Superior Court of California, County of Alameda classified service. One year of experience as a supervisor is highly desirable.

Or Option II

Experience:

The equivalent to four years of full-time professional level experience performing case or investigative analysis in a legal, judicial, social services or medical environment that included at least two years of supervisory experience.

And

Education:

Possession of a Bachelor's degree from an accredited college or university in the social sciences, psychology, administration of justice or a related field.

KNOWLEDGE AND ABILITIES

Knowledge of California Probate Code, other California codes pertaining to probate, conservatorship and guardianship matters; Court procedures; legal and medical terminology and documents; principles and practices of employee supervision, training and staff development; investigation methods, including interviewing techniques; customer service and conflict resolution methods and techniques; problems of the elderly, the developmentally disabled and brain damaged; children's needs and special interests; cultural diversity issues; basic accounting and auditing procedures applicable to probate cases; correct English usage, punctuation and grammar; and modern office procedures and equipment, including computer software programs, fax machine and copier.

Ability to understand, interpret and apply pertinent provisions of the Probate Code, Civil Code, and other California Codes, Judicial Council and Superior Court rules and procedures; interview a variety of individuals, including the elderly, developmentally disabled, children, and others in homes, hospitals, institutions, and other locations; use communication, listening and problem solving skills to assist culturally diverse parties in finding solutions; obtain, interpret and evaluate information from various sources, analyze problems and documents, and make appropriate recommendations; schedule, assign and review the work of others; provide guidance and direction for staff in case evaluations and investigations; select, train, evaluate and supervise staff; develop and update policies, procedures and forms; communicate effectively, both orally and in writing, with judicial officers, attorneys, staff and members of the public; use initiative and exercise sound judgment; understand and analyze complex issues; write comprehensive, factually accurate reports, informational materials and procedures; effectively represent the Court in answering questions, responding to inquiries, providing assistance and dealing with concerns from the public, community organizations, other Court staff and government agencies; establish and maintain cooperative working relationships with judicial officers, attorneys, staff and members of the public from varying socioeconomic backgrounds; and operate modern office equipment, including telephone, computer, printer, copier and fax machine.

SPECIAL REQUIREMENT

Possession of a valid California driver's license.

GENERAL INFORMATION

This is a full-time, FLSA exempt management position. Employment is contingent upon successful completion of fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a six-month probationary period. The finalist(s) must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report. Benefits include medical and dental insurance for employee and dependents, retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays, life insurance, employee assistance program, deferred compensation plan, and management benefits (cafeteria plan, educational reimbursement plan, management leave days, and supplemental insurance options).

Distribution: All SCT; ACMEA Business Representative; Website; V Drive; Job Hotline